

## **HONEST AND FAIR DEALING POLICY EURO-MED LABORATORIES PHIL., INC.**

The Corporation core principle is to handle all contract affairs with its investors, suppliers, contractors, customers and employees, in a manner that is honest, fair and in good faith. Every contract imposes upon each party a duty of good faith and fair dealing in its performance and enforcement and comply with all applicable laws, rules, regulations and policies. Any breach by failure to deal fairly or in good faith gives rise to an action for damages.

A dishonest act or fraudulent activity may be, but is not limited to, an act or activity that is unethical, improper or illegal such as:

- a) Embezzlement;
- b) Misappropriation, misapplication, destruction, removal, or concealment of property;
- c) Alteration or falsification of paper or electronic documents, including the inappropriate destruction of paper or electronic documents;
- d) False claims and/or misrepresentation of facts;
- e) Theft of an asset including but not limited to money, tangible property, trade secrets or intellectual property;
- f) Inappropriate use of computer systems including hacking and software piracy;
- g) Bribery, kickbacks, or rebates;
- h) Conflict of interest or commitment.

Officer and employees involved in the procurement process for any services, materials, supplies shall strictly comply with the Corporation's Procurement Policy.

The Corporation requires all Officers and Employees to report immediately suspected dishonest acts and fraudulent activity to the Board or to the immediate superior or to the Office of Compliance Officer. The Corporation shall obtain any legal counsel or assistance deemed necessary to proceed with the review or investigation of allegations.

An employee acting in good faith to report suspected dishonest or fraudulent acts is protected by law against retaliation for making such a report: however, any person determined to be making irresponsible claims under this policy will be subject to appropriate disciplinary actions including termination from employment.

Employees suspected of participating in dishonest acts or fraudulent activity may be suspended without pay during the course of the investigation.

Employees found to have participated in dishonest acts or fraudulent activity will be terminated as employees and may also be subject to criminal prosecution or civil action.

Employees found to have knowledge of a dishonest act or fraudulent activity and who knowingly failed to report the activity will be subject to disciplinary action up to and including termination from employment.